

SAPC - 21520  
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20 November 1957

MEMORANDUM FOR: Project Personnel Officer

25X1A9a

SUBJECT : Recommendation for Promotion - [REDACTED]

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1. [REDACTED] has been a Clerk-Typist in the Project Travel Office since 5 March 1956. This has permitted ample time to observe her work and appraise her qualifications and capacity for serving in the next higher grade.

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2. [REDACTED] has demonstrated her ability to work effectively and efficiently with the members of the Project staff and has developed very effective cooperation with other components of the Agency. She has acquired a thorough knowledge of the work and has assumed full responsibility of her position.

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3. [REDACTED] works especially well under pressure and has at all times been a very cheerful and pleasing person to get along with members of the staff.

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4. [REDACTED] has amply shown her capability to fulfill the requirements of the GS-5 position to which she is presently assigned. Based on the manner in which she is presently fulfilling this position, and also confident that she can most adequately fill other comparable GS-6 positions in the Agency, it is with great pleasure that I recommend her promotion to the grade of GS-6.

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[REDACTED]  
Project Travel Officer

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